

Travel Rejection Sheet

To Travel Liaison:

Date:

Traveler/s Name:

Sequence #:

Your travel documents have been rejected because the following documents were not included:

Conference/Meeting Organizer

- Invite-include specifics why attendance is mandatory
- Late travel- provide memo if out of state request is three weeks or less

Transportation

- Airfare- provide backup to support TAF request
- Train fare- provide backup to support TAF request
- Taxi Fare- provide backup to support TAF request
- Shuttle/Bus Fare- provide backup to support TAF request
- Parking Fees- provide backup to support TAF request

Lodging

- Hotel Charges- provide backup to support TAF request

Meals

- Meal Allowance-provide summary of travel rates sheet to support TAF

Other Fees

- Admissions/Registration Fee/Agenda-provide backup to support TAF request

Resubmit Revised Packet To: